SPARS Frequently Asked Questions

If you do not find the answer to your question here, please look in the SPARS Help Menu or the SPARS Web Users Guide, or e-mail us at SPARShelpdesk@dnr.iowa.gov. Most SPARS forms and information documents referred to below can be found on the SPARS website.

How do I get access to SPARS?

If your facility already has SPARS Web access accounts, your Facility Administrator should create your account. If your facility does not have access accounts, the SPARS Access Request Form for Facility Administrators and the SPARS Access Request Form for Responsible Officials should be completed and mailed to the SPARS Administrator. The Air Quality Bureau will then create the two accounts and will send the user log-in information to the appropriate individuals. See the SPARS Web User Manual 101 for more information.

Can I e-mail or fax the account forms instead of mailing them?

We must have the original paper forms on file for the electronic submittals to be valid. However, if you need to have the account created immediately due to a deadline, you may e-mail or fax them to us and then send the originals.

How do I submit our application or emissions inventory?

Have the Responsible Official log in and open the Application Query Tool. Select the Site, and then select the applicable button (Operating Applications; Part 2 Applications; Title V Questionnaires; Minor Source Questionnaires; or Construction Applications). Highlight the desired application or inventory, and press the Submit to AQB button. Enter the PIN in the pop-up box and click OK. An e-mail confirmation of the SPARS Web submittal will be sent by AQB staff, generally within two working days. For a Title V permit application, modification, or renewal, mail a paper copy to US EPA Region VII.

I didn't get a PIN with my password. How do I get one?

A PIN is only issued to the Responsible Official. If you are not the Designated Responsible Official you will not have one.

I entered the PIN but it didn't work; what's wrong?

The PIN is tied to the log-in of the Responsible Official. It will not be accepted as valid if you are logged in with any other user ID and password. If you are logged in as the Responsible Official, entered the PIN correctly and if it still does not work, please contact us to receive a new PIN.

I lost my PIN, what do I do?

Contact the SPARS Administrator. A new PIN will be issued to you.

I can't find any sites or information, everything is blank, but I have an account.

Your account may have been created without the site(s) being added. Please contact us.

I can't find any applications or emissions inventories for my facility.

Open the Application Query Tool and select only one or two fields of information, such as the Site Name, Site ID or EIQ No. to search. You may select no more than two fields, in which case, the button below County must be changed from And to Or. Select the type of application that you are looking for or select the All Applications/Questionnaires button.

I'm trying to work on my emissions inventory, but I can't change anything.

You may be trying to edit a previous year's inventory, or trying to change the inventory for the current emissions year which has already been submitted to the DNR. To create a new emissions inventory, select your site, then choose the appropriate Create EIQ button. Enter the Emission Year, Application Date (date you create it), and select the button Copy Data From Previous Document, unless this is the first inventory of this type or unless you have made significant changes to equipment lists. Select which previous inventory to copy from and select OK. If you need to make changes to an inventory that has already been submitted, you may have to create a Supplemental Inventory, or we may release the inventory to you to make changes. Please contact us if you have questions.

How do I print out the emissions inventory or application report?

With the inventory or application open, go to the Print Preview on the Menu bar. Choose either the Print button, which allows you to choose which Form to print, or the Print Complete Questionnaire/Application button. When using the Print Complete Questionnaire/Application button, select your default printer before opening the Print Preview.

How do I "zero-out" the HAPs on Form 5 to avoid double-counting (for Title V Emissions Inventories only)?

For any HAPs that are also included in VOC calculations, on the Form 5 add the Pollutant VOC HAP TOTAL and in the Actual Emissions enter a minus sign (-) in front of the total amount of the HAPs. For any HAPs that are also included in Particulate Matter, add the Pollutant PM HAP TOTAL and in the Actual Emissions enter a minus sign (-) in front of the total amount of the HAPs. These two pollutant listings are only available for SPARS Form 5.0.

How do I add more rows (such as for pollutants, new equipment ID's)?

Point your mouse to the location you want to add a row, right click your mouse and select Add. In Site Management you can also select the Insert icon on the toolbar.

How do I remove a pollutant that I don't need, such as when one is delisted?

On each unit or process that has the pollutant listed, find the pollutant, select it, right click your mouse and select delete.

I'm typing in a field but it won't let me continue or save.

This may be a drop down list. Try choosing from the items in the list; the item you want may be listed by another name. If you don't find the item you need or if you continue to have problems, contact us.

How do I remove a unit or process I don't need anymore?

The general rule is to move backwards through the forms, from last to first, breaking associations or connections between the units, points, and control equipment affected, before removing the unit or point from the inventory or application you are working in. What you need to remove will determine whether you delete the item from a specific form or just move it out of that inventory or application.

What version(s) of Internet Explorer is SPARS compatible with?

Currently it works with IE 6.0 SP1 or SP2, IE 7 & 8. Compatibility testing has not yet been done with IE 9.

I'm having problems connecting to SPARS.

Check your pop-up blocker setting; turn it off or set it to allow pop-ups while working in SPARS. Review the internet security settings from the setup instructions, since some updates affect settings. If this is the first time you are setting up this computer for SPARS Web access, please follow all steps in the "Setting up your computer to run SPARS Web" document (available on the website). If you (or your IT staff) still have problems, please contact us.

Do I still need a SPARS Site ID Number?

Each site you have access to has a different Site ID, but you do not need to request it before beginning work in SPARS. You may find the Site ID useful when querying for applications and inventories. The SPARS Site ID Number (12 digits) is different from the Facility (Plant) Number (seven digits).